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**CHAPTER 7: COMMUNITY RELATIONS**

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**0700 PURPOSE OF COMMUNITY RELATIONS**

1. General. Well-planned and executed community relations (COMREL) programs earn public support and understanding of the Department of Navy (DON) and enhance the morale of DON members. All members and Naval organizations involved in their local communities are the best ambassadors for the Armed Forces and for recruiting.
2. Objectives. COMREL programs shall support the following objectives: Create and sustain partnerships with various publics both at home and abroad; support equal opportunity goals and non-discrimination policy of DON; increase public awareness and understanding of the Navy and Marine Corps; support recruiting goals; and, inspire patriotism through observance of Navy and Marine Corps traditions and days of national significance, and by personal example. (See Article 0711)
3. Record Keeping. This instruction cancels previously required reports to CHINFO. However, PAOs shall maintain adequate files and continuity records on all COMREL programs and

activities under the Standard Navy Distribution List (SDNL), OPNAVINST 5400. Such records may be crucial to researching future queries and events.

#### **0701 PARTICIPATION IN COMMUNITY RELATIONS EVENTS**

1. Fundamentals. Commanders who oversee COMREL programs must ensure support is appropriate, does not selectively benefit any entity, reflects positively on the Naval services, does not deviate from DOD and DON policies, Joint Ethics Regulations or Standards of Conduct, and complies with safety standards.
2. Propriety. Commands shall avoid support that might result in or create the appearance of using a Government position for private gain; treating any person or organization preferentially (i.e. selective benefit), impairing Government efficiency or economy (mission interference), losing complete independence or impartiality, circumventing official channels or causing loss of public confidence in Government integrity.
3. Criteria. (See supplemental guidance for COMREL participation.)
4. Approval Levels. Proposals for COMREL programs exceeding a commander's purview, local support capability, or the scope of this policy will be referred via chain of command to a higher echelon using the DD Form 2536 (Request for Armed Forces Participation in Public Events).
  - a. CHINFO, DIRPA and/or ASD(PA) are the approval authority for:
    - (1) Navy and Marine Corps support of community relations programs in the National Capital Region (NCR), except speaking engagements to non-foreign groups.
    - (2) National and international programs or events to include conventions and meetings, except those overseas that fall under combatant command and/or the Defense Security Cooperation Agency.
    - (3) Programs requiring liaison between DOD and Washington, D.C. offices of national non-governmental organizations (NGOs) and similar groups, except the service-specific, special-interest groups such as the Navy League of the United States.

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(4) Programs providing information or other support to national organizations, including business and industry groups.

(5) Aerial reviews on military installations within the U.S. if the review involves more than one service; proposals for aerial, parachute, or simulated tactical demonstrations held in the public domain. Requests for aerial events should be done on the current version of DD Form 2535.

(6) Sporting events, including preseason, post-season or previously scheduled national sports and professional athletic events within the United States.

(7) Events of professional, technical, or scientific interest to the Navy and Marine Corps when participation results in additional costs to the Government. (Referred proposals must include cost estimates.)

(8) Appearance on regional or national broadcast media by Navy or Marine Corps performance units, e.g., Sea Chanters, Navy Band.

(9) Programs or events requiring exceptions to DOD policy, which must be specifically justified.

b. Commanders are authorized to participate in local events that are jointly planned and conducted by border communities of the United States, Mexico, and Canada and coordinate fully with State Department officials.

c. The Secretary of Defense has made Combatant Commanders responsible for approving overseas public events. They also implement COMREL programs within their AOR, but may delegate this authority. Combatant command PAOs are responsible for coordinating with components on programs requiring multi-service support. DON components receive COMREL guidance directly from the combatant commander or joint task force commander, when delegated.

d. Programs taking place in the United States or overseas which impact a combatant command shall coordinate through appropriate channels when proposed support will impact operations, require major administrative, financial or logistical support, or draw media or host nation interest.

5. Fundraising. All DOD components must conform to a government-wide charitable fundraising policy, per the U.S. Office of Personnel Management (OPM), executive agent for government fundraising, and overseer of the annual Combined Federal Campaign (CFC). Beyond the CFC, charitable and fundraising support is restricted, regardless of personal or collective views about its worth. These restrictions apply to any fundraising outside the CFC itself, for any local, regional, national, or international charity, regardless of whether or not that charity is included in the CFC family of charities.

a. DOD members shall not officially endorse or appear to endorse any non-Federal entity, event, product, service, or enterprise, including membership drives for organizations or fund-raising activities.

b. Events may not support or appear to selectively benefit any individual group, charity, organization, political campaign, ideological movement, or commercial enterprise.

c. Fundraising events for a single cause are inconsistent with DOD policy, even when the prospective recipient is covered by the CFC, or is an authorized component-specific campaign such as the Navy and Marine Corps Relief Society or when funds raised are to be donated in whole or part to one or several CFC charities.

d. General publicity in internal communications to promote annual CFC or service-specific campaigns is allowed, but PAOs and editors shall not appear to favor a single or several charities in DON internal communications.

e. Membership drives for the following non-Federal entities are allowed:

(1) The Combined Federal Campaign.

(2) Emergency and disaster appeals approved by the OPM.

(3) Navy-Marine Corps Relief Society and other service-specific, approved charities.

(4) Other private organizations composed primarily of DOD members or their families when raising funds among their own members is for the benefit of welfare funds for their own members or families. Such events require approval by the head

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of the DOD component command or organization after consultation with the designated agency ethics officer. (This includes most morale, welfare, and recreation programs, regardless of funding source.)

f. Fundraising restrictions do not preclude volunteerism by individuals on behalf of charities of their choice. Volunteerism in a personal capacity and out of uniform is encouraged.

g. DON members shall not participate in fund-raisers for the purchase of gifts, real or personal property even when intended for presentation to the Navy or Marine Corps.

6. Political activity. Involvement in partisan political activity is restricted for both military and civilian DOD members. Active duty political involvement is governed by DODD 1344.10 of 02 Aug 04 (See references). Rules differ slightly for Federal civilian employees. (See the Hatch Act, Chapter 2, references and Articles 0704 and 0706.)

## **0702 FISCAL POLICY FOR COMMUNITY RELATIONS**

1. General. Government funds beyond local resources are not authorized unless approved by higher authority. Commanders will base decisions for COMREL participation in both "mutual interest" and "primary interest" events on propriety (see Article 0701, and supplemental guidance).

a. Mutual interest events. The preferred category for all COMREL events, they are defined as those in which both DON and a non-government individual or group derive benefit at no additional cost to DON. The following guidelines apply:

(1) Funding. Civilian sponsors are required to fund additional costs of DON participation in COMREL activities. The commander's normal costs cover continuing expenses (such as pay and allowances) that would exist regardless of the COMREL event, e.g., travel, meals, and lodging.

(2) Community involvement. DON commands shall make every effort to involve all levels of the community in COMREL activities. (See Article 0704.6.) For DON to participate in community-sponsored activities, civilian sponsors must be willing to underwrite additional costs such as lodging, meals (or per diem), travel, logistical support, the cost of shipping

exhibits when commercial means are used, rental space, utilities, custodial services, and similar support. PAOs shall ensure no selective benefit.

(3) Reimbursement. Limitations exist on authorized reimbursement methods. Reimbursement is by check, payable to the Treasurer of the United States. Since reimbursement from a community sponsor does not return to the hosting command, reimbursement arrangements are discouraged. Also, DON members are prohibited from receiving individual reimbursement without the commander's permission, which shall only be granted on a case-by-case basis. PAOs shall coordinate with command comptrollers and legal offices to identify appropriate "in-kind" and other gift acceptance methods available to community sponsors for offsetting DON expenses.

(4) Installation Morale, Welfare and Recreation (MWR). Departments may support on-base COMREL events with concessions and other appropriate offerings provided that generating MWR revenue is not a primary objective of the event.

(5) Charging admission is prohibited. No charges or fees shall be imposed on the public by a military installation for admission, parking or viewing any activity. Citizens shall not be charged for photographs.

b. Primary interest events. Those rare occasions for which involvement exclusively benefits DON and all resources are provided by the DON. Details:

(1) Band appearances. Free concerts for the public scheduled by DON as part of the annual COMREL program. When a community entity requests a band, however, it shall be on a mutual interest basis with the civilian requestor making the request on the DD Form 2536. If approved, any additional costs to DON will be borne by the sponsor.

(2) Limitations. Resources for primary interest events are approved by local commanders and shall be covered by the command's Operations and Maintenance (O&M) fund account. Beyond programmed O&M funds, COMREL activities shall not involve additional costs to the Government, nor shall COMREL participation detract from operational missions. The duration of a COMREL event (normally) shall not exceed three days.

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(3) Approvals. COMREL events require CHINFO, DIRPA or higher approvals.

(4) Policy exceptions. Aviation performance teams and other units desiring to participate in events on a primary interest basis must request a policy exception through the chain of command to CHINFO or DIRPA.

2. Disasters. Navy and Marine Corps commands may offer and provide assistance to surrounding communities in the event of a disaster or other emergency that threatens human life or causes great suffering. CHINFO / DIRPA and other federal emergency agencies must be advised of circumstances and actions taken.

a. Coordination. Commands lending emergency assistance to save life, limb and human suffering should understand that government involvement requires coordination by local and designated federal or state coordinating agencies such as the Federal Emergency Management Agency (FEMA)/ Department of Homeland Security (DHS). When emergency assistance may attract national attention and lead to the engagement of other governmental agencies, CHINFO or DIRPA will keep ASD(PA) informed. DON commands shall participate in emergency and crisis response planning and joint exercises.

b. Overseas. Disaster assistance overseas must be approved by the Department of State and will be coordinated by the combatant commander of the affected area of operations (AOR).

3. Interagency Events. Approval from CHINFO, DIRPA, and in certain circumstances ASD(PA), is required for highly visible interagency programs. DON may join other federal agencies in official events such as interagency exhibits and events.

a. Participation shall not interfere with official DOD missions or detract from operational, training and other readiness requirements. For clarification regarding what constitutes an official event, consult CHINFO or DIRPA.

b. Support for an event shall be provided at no additional cost to DON or DOD. The requesting agency is responsible for all associated costs including but not limited to meals, lodging and transportation.

c. Any loan of equipment to a federal government agency must be approved by CHINFO or DIRPA. Equipment must be returned

promptly and the requesting agency shall pay for damages or repairs.

4. Presidential Authorization. When the President determines an international fair, other event or display of U.S. economic, democratic or cultural progress will strengthen international relations, the President authorizes participation across federal agencies, with notification down the chain of command from ASD(PA).

5. Gifts. Acceptance or giving of gifts or gratuities with monetary value in either a personal or professional capacity is strictly regulated. Specifics:

a. DON members and their families may not accept gifts or gratuities from prohibited sources: entities that do or seek business with DON, that conduct activities regulated by DON, or that may be substantially affected by the performance or non-performance of a DON employee.

b. DON members may not solicit gifts or prizes for command events.

c. Offers of gifts exceeding value limits in the Joint Ethics Regulation should be forwarded up the chain of command with a description of the item, value and intended use.

d. Gifts from foreign governments require special handling. (See DODI 1005.13 of 21 Nov 03, SECNAVINST 4001.2G and other references.)

e. Consumable perishable items for Morale Welfare and Recreation (MWR) may be accepted.

6. Official Representation Funds (ORF). ORF is the only funding source within DOD for government-funded refreshments at ceremonies, government-funded meals for guests, and mementos. ORF is limited, strictly governed and its use involves reporting and frequent audits.

#### **0703      USE OF NAVY AND MARINE CORPS FACILITIES OR MATERIAL**

1. General. Event sponsors desiring military support for COMREL events will submit their requests (other than aviation) on DD Form 2536 (Requests for Armed Forces Participation in Public Events) to the nearest military installation, which will



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evaluate the appropriate level of support and forward requests up the chain of command if necessary. Support must be within the command's public affairs responsibility and the interests of DON. (See supplemental guidance). PAOs may offer guidance in completing the DD Form 2536, but will not complete the forms for the requestor.

a. The following requirements apply to the use/loan of equipment and facilities:

(1) Must not interfere with the operational or training mission of the command.

(2) Equipment must be readily available within the command or obtainable from a nearby DON command, and not obtainable from commercial sources.

(3) The loaning commands must be willing to provide similar support to comparable events.

(4) Support cannot result in potential danger to persons or private property that could lead to a claim against the government. Safety requirements shall be observed.

(5) DON may not take part in programs intended to provoke controversy; which endorse or selectively benefit; or show preferential treatment of any private individual, special interest group, business, religion, ideology, commercial venture, political candidate or organization; or which are intended to increase sales and business traffic for a specific business or merchant association.

(6) Support of fundraising events other than the Combined Federal Campaign is severely restricted.

(7) Support of youth programs is governed by special rules.

(8) Support will not imply endorsement of a commercial enterprise or a partisan political candidate. This includes commercial requests for use of uniforms and insignia, which require ASD(PA) approval.

(9) Use or demonstrations of equipment during trade shows or similar events overseas are explained in Article 0712.5 in supplemental guidance.

b. Use of open mess facilities is permitted per NAVPERS 15951 (Manual for Messes Ashore) for:

(1) Persons attending a professional or technical military seminar, and the use of mess facilities is incident to that seminar.

(2) A civic group on an official orientation or indoctrination visit.

(3) Navy or Marine Corps League, base community council or similar group (not to exceed one meal per quarter per group).

(4) National youth group on an orientation or indoctrination visit.

c. Loan of assets between agencies is allowed but must be considered on a case-by-case basis and shall be approved by CHINFO or DIRPA. Participation shall be at no additional cost to DOD and shall not detract from DOD operational, training or other requirements.

d. Loans to law enforcement for the purpose of protecting life, limb or property are allowed with appropriate approvals.

#### **0704      OFFICIAL PUBLIC APPEARANCES BY NAVAL MEMBERS**

1. Color Honor and Color Guard. A joint Armed Forces color detail will normally be used when DOD provides a display of colors for an authorized public event. The color guard used at events of purely DON participation will normally be composed of DON members. See supplemental guidance for composition, order of precedence and flags of foreign nations.

a. Parades, special motion picture showings and other public events. ASD(PA) may authorize participation when events are on a national or international scale and ASD(PA) determines they are in the best interest of DOD and/or recruiting. Commanders may authorize participation in a local parade sponsored by the community (rather than by a single commercial entity, including a merchants' association), and when its purpose is remote from business interests.

b. Commercial entities. Participation of commercial entities in a parade does not preclude Navy or Marine Corps

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participation if emphasis is placed on civic or community involvement. Participation will be at no additional cost to the government. See references and supplemental guidance for amplification.

(1) DON commands shall not participate in events conducted for the benefit of commercial enterprises.

(2) DON shall not participate in or support beauty contests, fashion shows and their attendant ceremonies.

(3) With ASD(PA) concurrence, CHINFO or DIRPA may authorize participation on a limited basis in events related to the commercial motion picture industry (such as premieres) when the film was made with the cooperation of DOD. (See Article 0701.)

2. Military Funeral Honors. DOD policy requires that military funeral honors be provided to eligible beneficiaries upon request. (See references for eligible beneficiaries and guidelines.)

3. Musical Performances. Military musical performances during public events that meet all other criteria of this chapter are limited to a short patriotic program or introduction, as opposed to entertainment. This is known as a 'patriotic opener.' Military musicians shall not compete with civilian musicians. DD Form 2536 (Armed Forces Participation in Public Events) for all non-aviation support of COMREL events, including band requests, shall be completed by the requestor.

4. Speeches. PAOs shall make every effort to fill requests for DON speakers. (See supplemental guidance for requirements.)

a. All speeches shall:

(1) Remain within the speaker's purview, consistent with and cite sources and, for civilian employees, be in compliance with the Hatch Act.

(2) Be non-partisan and shall not imply any DON sponsorship, endorsement or agreement with partisan statements made by others.

(3) Be consistent with National / DON policy.

(4) Receive security and policy review. (See Chapter 2.)

(5) Announcements of reductions in force, facility closure or reductions of major contracts, must be cleared by appropriate authority through the chain of command.

5. Uniform Restrictions. Requests for commercial use of uniforms or insignia is normally not authorized and will be referred to ASD(PA) via CHINFO or DIRPA. (See references for more guidance on uniform wear). Refer unresolved questions via CHINFO or DIRPA to ASD(PA).

6. Use of the Official Navy Seal. Use of the Navy Seal is approved for DON purposes only. See <http://www.navy.mil/navydata/questions/usn-logo.jpg>

a. *18 United States Code, Part 1, Chapter 47, Section 1017*, prohibits use of the DON seal by anyone other than bona fide commands and activities of the DON and DOD where appropriate. SECNAVINST 5030.4A restricts the use of the DON seal to official use only and to the exclusive use of the DON and DOD.

b. An optional graphic, the Navy emblem, may be used with permission.

c. *Note: Ethics regulations prohibit the Department of the Navy and its employees from using or permitting the use of Government position, title, or organization names in any manner that would suggest Navy or Government endorsement or preferential treatment of any non-Federal entity, event, product, service, or enterprise. Any use of the Navy Emblem, logos, or other insignia should be accompanied with the prominent disclaimer:*

*"Neither the Department of the Navy nor any other component of the Department of Defense has approved, endorsed, or authorized this product [or promotion, or service, or activity]."*

## **0705      RELATIONS WITH COMMUNITY, PROFESSIONAL, AND SPECIAL INTEREST GROUPS**

1. General. Interaction between key command officials and local civic leaders and groups facilitates effective, positive and professional community relations. DON members should be

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encouraged to join local, civic and professional organizations at their own expense.

2. National Organizations. With the exception of the National Capital Region (see Article 0701), local commanders may deal directly with local and regional chapters of national organizations. See supplemental guidance for further criteria weighing on decisions regarding suitable participation.

3. Information Requests from Non-Media Entities. PAOs will respond promptly, accurately and completely to requests for information requests or to complaints from citizens. (See supplemental guidance for guidelines.)

**0706        INTERACTION WITH STATE AND LOCAL GOVERNMENTS (See supplemental guidance)**

**0707        COMMUNITY RELATIONS PLANNING (See supplemental guidance)**

**0708        TOURS, GUEST EMBARKATIONS AND PUBLIC VISITATION**

1. General. Tours provide an excellent demonstration of Navy and Marine Corps professionalism to a significant portion of the community. Although demanding of personnel time, the rewards in public support are significant. Impressions visitors gain from going aboard a ship or installation can be lasting. In practice, most shore installations honor requests for tours from various groups throughout the year and reserve a specific day or number of days—Navy Birthday, Marine Corps Birthday and almost always Armed Forces Day—for the accommodation for general visiting. Designation of a ship for general visiting purposes is usually made by the Senior Officer Present Afloat (SOPA) or other authority. The availability of a command for tours and visits will depend upon the security conditions in force, personnel available to conduct the tour, operational commitments of the command and other circumstances. Embarkations should only be conducted within the framework of regularly scheduled operations. Underway operations are not conducted solely to accommodate guests.

2. Definitions and Basic Information. Definitions and basic information for various visits, tours and embarks are provided below:

a. Open House. The term open house is no longer used as it implies unrestricted public access. All visitors are guests of the officer in command.

b. Public Visitation on Invitation of the Commanding Officer. Visitation of a Navy or Marine Corps command extended to the public by invitation of the commanding officer. The public is invited (through news releases, posters, etc.) to visit certain areas on guided tours or under escort. Should circumstances warrant (e.g., sudden security threat, unruly visitors, etc.), invitation can be withdrawn.

c. Command Visit. A visit scheduled and supervised by a Marine Corps Recruiting District to provide educators and selected media an opportunity to visit a Marine Corps installation and observe operations first-hand. The 4th Marine Division and 4th Marine Aircraft Wing are also sponsor commands for command visits.

d. Educator Orientation Visit. A visit scheduled and supervised by a Navy Recruiting District to provide educators an opportunity to visit Navy installations and ships in port and observe operations first-hand. Representatives of local news media may participate on a limited basis. They must agree beforehand that their purpose is to cover the Educator Orientation Visit (places visited, reactions of educators, interviews of Navy personnel from the hometown covered by the medium etc.). Details are promulgated by COMNAVCRUITCOM.

e. Congressional Visits. A visit to Navy or Marine Corps commands by Members of Congress, their staffs or representatives of a congressional committee, including staff members are scheduled and coordinated by the Chief of Legislative Affairs who coordinates as necessary with CHINFO or DIRPA. Details are promulgated by the Chief of Legislative Affairs.

f. Friends and Family Visits. Visits or embarkations of families and personal guests of the crew of a Navy ship.

g. Media Embarkation. Visits or embarkations of media representatives on assignment. Details are provided in Article 0503 (Disseminating Information to News Media).

h. Guest Embarkations. Any embarkation of civilian guests in Navy ships for public affairs purposes falls under the

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cognizance of SECNAV. Official DoD and Navy guest embarks include:

(1) Joint Civilian Orientation Conference (JCOC) Visit. The JCOC is a five-day field visit to Army, Navy, Air Force and Marine Corps commands and Unified Command installations by civilians invited to participate by SECDEF. CHINFO coordinates the Navy phase (usually involving a visit to a aircraft carrier), and DIRPA coordinates the Marine Corps phase of the JCOC.

(2) Distinguished Visitors/VIP Tours and Visits. Visits and embarkations of distinguished persons not falling into categories discussed in subparagraph h (1) are handled by Chief of Naval Operations (CNO) and, for Marine activities, DIRPA. CNO and DIRPA will promulgate coordinating instructions and reporting requirements to support such visits.

3. Basic Guidelines for Public Visitation and Tours of Ships. The following guidelines can be applied to most visits and shipboard tours.

a. All hands must be reminded that they are representatives of the Navy or Marine Corps. Fostering this attitude is particularly important when conducting tours or hosting visits of persons whose exposure to the Sea Services has been limited.

b. For foreign port visits, ship's company and embarked personnel should prepare for visitors by receiving briefings on local customs and traditions.

c. "Welcome Aboard" brochures, radio and television interviews with the commanding officer and brief accounts of significant events in the ship's history can all add to the effectiveness of a ship visit. Brochures should contain a photograph of the ship, historical and unclassified statistical data and a discussion of the ship's mission. If foreign port visits are anticipated, brochures should be translated.

d. Explanatory signs should be prepared directing visitors through the ship and explaining systems and equipment. When overseas, the signs should be in both English and the host nation language, if possible.

e. Opportunities should be arranged which allow local citizens to meet with members of the ship's company to share

interesting backgrounds at appropriate times (e.g., during lulls in shipboard tours).

f. An adequate number of selected and trained tour guides or escorts should be selected based on appearance, enthusiasm, personability and skill in expressing themselves. In all cases, guides should be trained and briefed in advance. Those who speak the host country's language should be used as hosts.

g. Particular care must be exercised when news media representatives are invited aboard in a capacity other than their professional one. They should be treated as news media representatives regardless of their status as invited guests.

4. Coordination and Approval Authorities for Visits and Embarkations. General policy governing embarkations of civilians not associated with news media are contained in OPNAVINST 5720.2L; policy for non-news-media visits to Marine Corps installations is provided in MCO P5720.60. The following outlines approval and coordination authorities for visits to and embarkations in ships and installations.

a. Policy regarding coordination and approval authority for all embarkations and visits of news media is provided in chapter five (Media Embarks). See also supplemental guidance and references.

b. Distinguished Visitor (DV) Programs that include senior news media business leadership may be brought aboard as distinguished persons if their function is corporate management and the visit or embarkation is for orientation purposes as part of an organized guest tour or embarkation (e.g., an executive participating in a DV guest embark). In such cases, CHINFO or DIRPA would be kept informed and all other provisions of this article would apply. The visit and embarkation of correspondents (including managers of news departments or organizations) as opposed to corporate executives would be handled as per Chapter 5 (e.g., required escorts, etc.) regardless of their being invited aboard in a capacity other than their professional one. Of paramount importance is the maintenance of security at the source. Whether the guest embarkation participant or visitor is a distinguished business executive associated with the communications industry (e.g., "news media") or another commercial enterprise, the provisions of this instruction and other pertinent directives will be applied in all circumstances; prior to the disclosure of



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information to members of the public, proper security and policy review will be conducted at the appropriate level to assure the protection of classified and sensitive unclassified military technology and information that requires protection as per Chapter 2 (Security and Policy Review).

c. The Unified Commander may approve non-news-media public affairs embarkations in that officer's area of responsibility and may delegate this authority.

d. ASD(PA) coordinates with the appropriate service all non-news-media embarkations and visits of distinguished persons approved or requested by the Chairman of the Joint Chiefs of Staff, Unified Commanders or their subordinate commanders.

e. Embarkations and visits associated with recruiting programs (e.g., educator orientation visits and command visits) will be handled and coordinated in accordance with this instruction and applicable directives issued by the Commandant of the Marine Corps (CMC) or COMNAVCRUITCOM.

f. Congressional visits, while subject to this instruction, must be accorded a degree of flexibility to enable the Chief of Legislative Affairs to be responsive to extremely short notice requests. To meet such requests, the Office of Legislative Affairs (OLA) will promptly notify the appropriate command of an impending visit by a member of Congress, congressional committee or staff assistant. Commands receiving requests for Congressional visits from other channels shall inform OLA via the chain.

g. When a guest embarkation is made in the area of responsibility of one command and guest debarkation occurs in a new command area, the command sponsoring the embarkation will coordinate travel by obtaining the concurrence of all cognizant commanders and CNO, CMC and ASD(PA) as appropriate.

h. The embarkation of civilian women in ships is governed by OPNAVINST 5720.2L.

5. Necessary Information for Embark Participants. Participants need certain information prior to their embarkation. The information provided below is best sent as an enclosure to the embark invitation, either by the commanding officer of the ship involved or another individual specified by the inviting official.

- a. Statement of the purpose of the embark program.
- b. Statement authorizing the embarkation and, if applicable, Carrier Onboard Delivery (COD) flights, with instructions for reporting aboard.
- c. Name and rank of the commanding officer and any embarked flag or general officer.
- d. Caution that guests should not accept an embarkation invitation unless they are in good health.
- e. Statement to the effect that the tempo of operations might cause changes in scheduling which could result in the invitation being withdrawn on short notice. The following additional information should be included or provided by separate letter: recommended wardrobe, passport and immunization requirements, availability of emergency medical and dental facilities and ship's store and other facilities available. The commanding officer should also address the use of personal cameras. Under normal circumstances, camera use should be encouraged subject to certain restrictions. These restrictions may be enumerated once the guests arrive aboard. The commanding officer is responsible for the control of photography. Included with this information should be a statement of fund reimbursement policy:

*"The Department of the Navy has no specific authority to use its funds to defray or reimburse a Navy guest for his or her personal expenses. As a result, the Department cannot provide you with transportation from your home to the port of embarkation or from the port of embarkation back to your residence. Your expenses for meals will be nominal while you are aboard a Navy ship or facility. You should make provisions to meet any extraordinary expenses which might arise. For example, if a personal or other emergency arises which necessitates your returning home during the embark, you should be prepared to use commercial transportation at your own expense from the most distant point on the itinerary."*

*"Navy ships and aircraft, by their very nature, present certain hazards not normally encountered ashore. These hazards require persons on board to exercise a high degree of care for their own safety."*

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*"Acceptance of this invitation will be considered your understanding of the above limitations and arrangements."*

6. General Policy pertaining to Civilian Guest Embarkations.  
The following policies apply to all civilian guest embarkation programs:

a. Guests are responsible for providing their own transportation to and from their residences. Because the programs are conducted at no additional cost to the government, participants must reimburse the Navy for living and incidental expenses.

b. Because of the limited opportunities for embarkation, a guest's opportunity to communicate his or her experiences to colleagues must be taken into account. For this reason, one of the criteria in guest selection is the extent of involvement in civic, professional and social organizations. A Distinguished Visitor (DV) is an individual who has not had substantial previous exposure to the Navy such as top-level executives and leaders or school principals, guidance counselors and teachers, all with a wide sphere of influence within their respective professions and communities. Embarks should not normally include DV's spouses/family members unless the family member is a DV in his or her own right. In addition, guest embark participants should come from a variety of racial and ethnic backgrounds.

c. Atlantic embarks will be made on ships operating between East Coast ports, or between the continental United States (CONUS) and the U.S. Caribbean ports of San Juan, Puerto Rico, or Charlotte Amalie (St. Thomas), U.S. Virgin Islands. Pacific embarks will be made on ships operating between West Coast ports; between CONUS and ports in Hawaii or Alaska; between ports within Hawaii and Alaska; or between Mexico and Canada if approved on a case-by-case basis. If embarkations begin and/or end in foreign countries, embarked visitors have the responsibility for coordinating his/her own passports, visas or other requirements to travel in that country.

d. Guests will be informed of security restrictions in their pre-departure or welcome aboard briefing. Briefings should also include measures to be taken by the guests in case of emergency. Unclassified photography should be permitted aboard ship, as photographs renew guests' feelings of identification

with the ship. Guests will be advised of areas where photography is prohibited and security regulations will be courteously enforced.

e. Guests will generally be billeted in officers' berthing if space permits and normally subsist in the wardroom. Guests need not be assigned separate rooms. If the length of the embarkation permits, guests should be invited to dine at least once in each mess aboard.

f. Guests should generally be afforded the privileges of an appropriate mess, the use of the ship's laundry, and ship's store privileges. Navy Exchange privileges should be determined on a case-by-case basis, limited to emergent needs and to situations where other such services do not exist. It should also be limited to items of immediate personal use while aboard and souvenir items.

g. Emergency medical and dental care will be provided when convenient civilian care is not available. In the event of injury or serious illness to civilians embarked in Navy ships and aircraft or visiting naval activities, commanding officers will notify their operational commanders, CHINFO and the cognizant area coordinator by message to OJAG WASHINGTON DC. If the injured civilian was aboard a Navy ship for the purpose of accompanying embarked Marines, the commanding officer will also notify DIRPA by message. Commanding officers of Marine Corps activities will notify their operational chain of command and DIRPA if the injury occurred during a visit to the Marine Corps installation or while accompanying Marine Corps units. In the event of an emergency not covered by Navy Regulations or other directives, the facts and circumstances shall be reported by message to SECNAV with information copies to other concerned commands and activities.

h. Guests may be allotted time for side trips at their own expense when an itinerary includes a port call in an area of interest.

i. As a souvenir of the embark, guests may be provided with a photograph of the ship, suitably inscribed by the commanding officer, or other memento prior to their departure.

j. Public release about guest embarks will be limited to those initiated by the participants. Navy-originated releases will be avoided unless requested by the participants. News

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media queries will be answered fully, the purposes of the embarkation program offered and the fact stressed that no cost to the government is incurred.

k. Guests who are members of the news media (e.g., "correspondents"), including managers of a newsgathering function (e.g., Vice President of a major news organization,) will be treated as though they were present in a news-gathering capacity. This means that questions and discussions will be handled in accordance with standard requirements governing the release of information to news media.

7. Joint Civilian Orientation Conference (JCOC) Visit. The JCOC is convened by the SECDEF to promote understanding of the Armed Forces and Coast Guard on the part of distinguished citizens in a variety of fields. The trip is usually five days of briefings, tours, static displays and observations of military and Coast Guard units in exercises. The trip includes a visit to Washington, D.C., with presentations by the civilian and military heads of the Department of Defense and the Military Departments. CHINFO is designated by SECNAV to plan and coordinate the Navy phase of the conference and evaluate and process nominations for conference participants originating within the Navy. Similarly, DIRPA has cognizance over the Marine Corps phase of the conference. CHINFO or DIRPA may delegate conference planning. Specific guidance regarding the criteria and procedures for selection of participants is promulgated in advance of the conference by CHINFO.

8. Distinguished Visitors (DV) Embarks. Guests under this program embark on an aircraft carrier, surface ship or submarine for daylight or overnight embarks.

a. CHINFO will:

(1) Maintain a list of prospective guests nominated by area coordinators, high-level officials of the Office of the Secretary of the Navy and others.

(2) Forward these nominations to Fleet commanders for further coordination with Type, numbered fleet and Region commanders.

b. Fleet commanders will provide oversight for the embarkations.

c. Fleet and/or type commanders or their designated representative will maintain waiting lists, coordinate embarks, and advise CHINFO and the fleet commander when nominees are scheduled to embark.

d. Host ships will, upon completion of the embark, submit brief feedback to the appropriate chain of command (copy to CHINFO), as soon as possible after embark completion. Feedback should include:

(1) Name of ship;

(2) Actual place and time of guest embarkation;

(3) Actual place and time of debarkation;

(4) Names of guests embarked, including notation on guests who may have departed earlier;

(5) Any relevant events occurring during the embark or lessons learned.

#### 9. Chain of Command Responsibilities

a. CHINFO and DIRPA will maintain a list of prospective guests nominated by high-level DOD or DON officials and will forward these nominations to Fleet commanders for further coordination.

b. Fleet commanders will maintain lists of potential embark guests and furnish oversight for embarks.

c. Fleet, type, regional, installation, unit commanders or designated representatives will maintain lists of potential guests and those awaiting embarks; coordinate embarks thoroughly with the chain of command; keep electronic records and logs of guests for at least five years; advise CHINFO, DIRPA and other concerned commanders when nominees are scheduled to embark; and comply with this instruction and all applicable directives in managing the embark program.

### **0709      NAVAL AERIAL EVENTS**

1. General. DON aviation asset support of public events shall be in the best interests of DON and performed at no additional cost to the government. A request via DD Form 2535 (Request for

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Military Aerial Support) shall be submitted for approval to CHINFO or DIRPA. This written request is required by ASD(PA) to ensure that support conforms to DOD directives, benefits the Armed Forces and provides an opportunity for positive community interaction.

2. Requests for Navy Aerial Support. CHINFO will be responsible for determining eligibility of Naval Aviation Support requests. Off-base aerial events, if eligible, must be of mutual interest to the sponsor and DON and supported at no additional cost to the Government. (See supplemental guidance for application steps.)

a. The following steps apply to all requests for aerial support:

(1) A request must be submitted to the CHINFO Aviation Support Officer or the DIRPA Aviation Coordinator using DD Form 2535.

(2) The sponsor must complete and sign the DD Form 2535. Local PAOs, recruiters, or aviators may administratively assist in completing the request, but shall not submit it on behalf of the sponsor.

(3) Local commanders must share concerns regarding the benefits or potential detriments with the CHINFO Aviation Support Officer while the event is being considered.

(4) All requests for other than static displays must be reviewed and approved by a safety inspector from the nearest Flight Standards District Office of the Federal Aviation Administration (FAA) before submitting the DD Form 2535 to CHINFO. The sponsoring organization is responsible for obtaining FAA approval.

(5) All requests must include a site certification signed by an FAA agent who exercises authority for use of that site.

(6) Once participation is deemed eligible:

(a) For Navy: The CHINFO Aviation Support Officer will assign an event number and will notify the event's sponsor. Events will be posted on the web.

(b) For Marine Corps: The DIRPA Aviation Coordinator will post eligible events on the web. HQMC Department of Aviation, Aviation Support & Manpower (ASM) is the final approval authority.

b. Submission deadlines. No exceptions will be made except for high profile events that cannot be submitted by deadline due to unavoidable circumstances (e.g., a World Series or NFL Playoff).

(1) Static displays. Submit request at least five working days before the day of the event.

(2) Flyovers. Submit request at least 10 working days before the event.

(3) Air shows. Submit request at least 45 days before the event.

3. Flyovers. Flyovers are limited to a maximum of four aircraft from the same military service of the same type (e.g., tactical, transport, rotary wing) making one non-maneuvering pass over a fixed point.

4. Missing Man Formations. The missing man formation is a flyover authorized for use at ceremonies commemorating Memorial Day, POW/MIA Recognition Day, Veteran's Day and at other suitable events when the theme is solemn and commemorative in nature and when the event is not held in conjunction with another event (e.g., a sporting event or an air show). Except for funeral services, the missing man formation shall not be performed at CONUS public events without prior approval by SECNAV. Missing man formations for funerals and memorial services are approved if the deceased is one of the following:

a. Active duty aeronautically designated aviation officers and personnel (including reserve officers on active duty).

b. Active duty aeronautically designated aviation personnel (including reserve personnel on active duty) when involved in an aviation-related accident.

c. Active duty personnel taking courses of instruction leading to an aeronautical designation, when involved in an aviation-related accident.



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- d. Any active duty or retired flag officer.
- e. Retired U.S. Armed Forces war heroes (recipients of the Silver Star or higher).
- f. Dignitaries of the Armed Forces or Federal Government as appropriate.

5. Static Displays. When an aircraft is on display, DON members must be on hand to help observers and to answer questions about aircraft mission, performance and Navy recruiting.

6. Naval Flight Demonstration Squadron (Blue Angels)

a. The Blues Angels aim to inspire men and women to serve their country in the Navy or Marine Corps and to act as ambassadors for the Navy in communities nationwide.

b. Scheduling. The Blue Angels normally limit their performances to air shows (at least 30 different show sites annually). DD Form 2535 must be submitted to the CHINFO Aviation Support Officer by August 1 of the year prior to the year of the air show.

7. Single Aircraft Tactical Demonstrations. CHINFO is responsible for determining eligibility of tactical demonstration aviation support requests. Single aircraft demonstrations showcase specific capabilities and flight characteristics of DON aircraft.

8. Aerial Reviews. Aerial reviews (a flyover of more than four aircraft, or of multiple types of aircraft, or of aircraft representing more than one Military Service) are reserved for the most meaningful occasions and shall not be performed at CONUS public events without prior approval ASD(PA). Requests for participation of Naval units in an aerial review must be submitted to the CHINFO Aviation Support Officer via DD Form 2535.

9. Aerial Events on DOD Installations. CHINFO is responsible for approving aerial events connected to open houses, base air shows, and other events open to the public and news media populations. Aerial events that support small or by-invitation-only ceremonies with limited or no media exposure, such as

changes of command, held on DOD installations or in international waters do not require CHINFO approval.

## **0710 SHIP CEREMONIES AND OFFICIAL FUNCTIONS**

1. Guidelines for Official Functions. Commanders may authorize participation in official government, military and civic functions except those in the National Capital Region (NCR). (See supplemental guidance to evaluate proposed participation)

a. The following definitions can help to evaluate proposed participation:

(1) Official government functions. Events in which senior officials of the Federal Government participate as a part of their official duties.

(2) Official military functions. Events sponsored by the Military Services, intended primarily for active duty and guests, and normally held on installations unless on-base facilities are inadequate.

(3) Official civic functions. These include state, county and municipal events such as inaugurations, dedications of public facilities, the convening of legislative bodies and ceremonies for officially invited government guests. Navy or Marine Corps participation in similar functions overseas, arranged or attended by comparable host-country officials in their official capacities, may be appropriate.

(4) Unofficial functions. While social, cultural and athletic events may be attended by government officials, military officers or members of the diplomatic corps, these events are not normally considered "official civic functions." DON participation may be authorized if the event is of mutual interest to the sponsor and to DON (See Articles 0701, 0702 and supplemental guidance to determine propriety). If the event will be televised or receive broad media coverage, obtain approval from CHINFO, DIRPA or ASD(PA).

b. Attendance and conduct at official functions is restricted as follows: Naval personnel who are required to establish and maintain professional relationships with business or civic groups (e.g., represent the Government); will observe the highest ethical standards with strict limits placed on their attendance and conduct, especially when defense contractors are

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present; and will avoid conflicts of interest, actual or perceived, which can arise unexpectedly in attending functions or by accepting gratuities, gifts or other invitations.

2. Presidential Inaugurations and Funerals. The U.S. Army is the ASD (PA)-designated executive agent for all events in the National Capital Region (NCR), including presidential inaugurations and funerals.

3. Inaugural Parades and Ceremonies for State Governors. Participation by active and reserve units is appropriate at inaugural parades and ceremonies, subject to the capabilities of personnel and material stationed within the state. Participation shall be at no additional cost to the government. When possible, participation should include representation from all military services assigned within that state. When military personnel and equipment located within a state are not sufficient for the level of support desired, a request for additional assets from outside the state may be made to ASD(PA) via CHINFO or DIRPA and the chain of command.

a. Authorized. Armed Forces participation will normally be limited to a color guard; a brief patriotic opener by a DON band, if available and achievable at no additional cost to DON; or a flyover, if approved by the chain of command via the current version of DD Form 2535, completed in advance by the requesting organization.

b. Unauthorized. Use of military personnel as escorts, ushers, doormen or drivers for non-military guests or local dignitaries is not authorized.

4. General Guidelines for Ship Ceremonies. CHINFO provides support for the interagency coordination. Some guidelines described here apply also to shore installations.

a. Types of ceremonies. Includes keel layings, christenings of USS and USNS vessels (usually simultaneous with launching), commissionings and recommissionings, decommissionings, and dedications, establishments and disestablishments of shore installations.

b. Restrictions. Per the Joint Ethics Regulation (JER), DON members and their spouses, minor children and members of their households shall not solicit, accept or agree to accept any gratuity for themselves, members of their families, or

others from or on behalf of a defense contractor or other entity engaged in business with any DOD component. (See Article 0702.5.) The shipbuilding, conversion and repair industry (e.g., those principally involved in special Naval ceremonies) are included in this restriction. Participation is acceptable at approved public ceremonies of mutual interest to industry and DON where small mementos of nominal intrinsic value are given. The JER covers specific dollar limits on gifts.

c. Responsibilities. Key responsibilities for ship ceremonies are as follows:

(1) Commander, Naval Sea Systems Command (NAVSEA) and the Program Executive Office (PEO). NAVSEA and the PEO advise the Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RD&A)) when christenings, commissionings, recommissionings, keel layings and dedications (if they will result in national interest) and decommissioning ceremonies. NAVSEA develops Congressional and distinguished visitor (DV) invitation lists for these ceremonies after coordinating guest lists with OLA, CNO and SECNAV protocol.

(2) CHINFO. CHINFO, in conjunction with the Office of Legislative Affairs (OLA), is responsible for keeping SECNAV informed on the impact of special ceremonies on public and Congressional relations.

(3) Pre-commissioning units (PCUs). PCUs shall coordinate event planning by informing CHINFO, NAVSEA and other affected commands when the proposed dates for launchings, commissioning, recommissioning and other ceremonies are known. Send follow-up information by email to CHINFO as updates become necessary. Confirm telephone reports by email. Include in original reports or updates: date, location, estimated starting and completion times (local) of the ceremony; project officer's name, phone number and email address; nearest airport or air facility; copy of proposed program or projected availability date; name, rank and/or title of proposed principal speaker (or projected date speaker will be known) and name of ship's sponsor.

(4) Supervisor of Shipbuilding, Conversion and Repair (SUPSHIP). SUPSHIP is responsible for arranging transportation as required and approving invitational travel orders.

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d. Speaker selection. For christenings, the PEO or builder will choose the speaker. For commissionings, PCUs shall submit principal speaker nominations to CHINFO for consideration at least 90 days prior to the ceremony (preferably sooner) and include a biography or background information and justification for nomination. Provisions for reimbursement of speaker's expenses are arranged by SUPSHIP. Final selection and subsequent notification of a speaker is done by SECNAV. PCUs will not inform potential speakers that they are under consideration or have been selected. Speaker invitations are made under SECNAV's signature and originate from CHINFO or DIRPA.

5. Keel Layings. To reduce Navy and shipyard costs, keel laying ceremonies are authorized by SECNAV only under unique circumstances, such as for the first ship of a class or in conjunction with the launching and christening of another ship. If a keel laying ceremony is authorized, date selection, event arrangements, media relations, community involvement and ceremony expenses are the responsibility of the building yard and should be coordinated with the cognizant SUPSHIP component.

a. Public announcement of keel laying ceremonies shall not be made more than two months before the ceremony. If queried earlier, refer only to the expected season and year of the event.

b. Clear any release with regional and area coordinators, with simultaneous release through ASD(PA), OLA and other offices as appropriate.

c. SECNAV selects ship names and sponsors on the recommendation of CNO.

6. Launchings. Date selection, event arrangements, media relations, community involvement and ceremony expenses are the responsibility of the building yard and should be coordinated with the cognizant SUPSHIP component. Involved PAOs will furnish all releases and press kits to CHINFO as they become available. SECNAV selects ship names and sponsors on the recommendation of CNO.

a. Guest lists are compiled by the builder in cooperation with the cognizant SUPSHIP component and PCU. The SUPSHIP and PCU representatives work closely with type and regional

commanders. Invitations are extended in the name of the builder.

b. In addition to the guest list compiled by the builder, a list of invitees from the Washington, D.C. area will be furnished by NAVSEA to SUPSHIP and added to the builder's list.

7. Commissionings and Recommissionings. Commissionings are the most common of ship ceremonies. Arrangements for commissioning and recommissioning ceremonies are the responsibility of the prospective commanding officer in consultation with the ship's prospective fleet and type commanders. The recommended ceremony date is submitted by the ship's prospective commander following consultation with the cognizant SUPSHIP and with approval by NAVSEA. The PCU will advise CHINFO of the event status at least six weeks prior to the ceremony.

a. Official Representation Funds (ORF) may be requested (under certain circumstances) for receptions for first commissionings (contact the PEO for guidance). ORF requests are appropriate for recommissionings, for ships undergoing major conversion, and when missions and capabilities are unique compared with other ship types.

b. Guest lists will be compiled by prospective commanding officers after consultation with NAVSEA and the prospective fleet, type and regional commanders. Invitations will be extended in the name of the prospective commanding officer.

8. Decommissionings. A decommissioning ceremony may be particularly significant for ships with noteworthy combat records or other significance. The planning and execution is the responsibility of the ship's commanding officer, in coordination with the relevant type and regional commanders. NAVSEA will advise CHINFO of the event status at least six weeks prior to the ceremony.

a. Official Representation Funds (ORF) requests are appropriate for decommissionings.

b. Guest lists will be compiled by commanding officers after consultation with NAVSEA and the prospective fleet, type and regional commanders. Invitations will be extended in the name of the prospective commanding officer.

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9. Dedications. Coordination of dedication ceremonies is the responsibility of the building yard and should be coordinated with the cognizant SUPSHIP component. For shore installations, coordination is the responsibility of the installation commander. When other than regional interest is expected, CHINFO will be informed of all arrangements, and will coordinate through ASD(PA) as needed.

10. Changes of Command. In unusual cases where a ceremony generates interest beyond a regional area, commands must inform CHINFO. Guidance is available from the PAO of the immediate senior in the chain of command.

11. Special Security Considerations. PAOs shall address security requirements for special events and coordinate as necessary. Problems can arise when a public ceremony or activity to which members of the public are invited occurs at a facility with special security controls or heightened force protection requirements.

12. Funding for Ship Ceremonies. General funding guidance follows:

a. Keel layings (when done) and launchings and are normally funded by the building shipyard.

b. Commissionings are funded by DON.

c. When costs are expected to exceed normal operating expenses for home porting, rededications, establishment, disestablishment, decommissioning and recommissioning ceremonies, commanders may partner with the community in treating these as mutual interest events.

d. Comptrollers and staff judge advocates must advise the commander concerning in-kind donations and other gifts offered by interested base community councils, local businesses or civic groups.

e. Receptions for changes of command are normally conducted at the expense of outgoing commanders and their relief. Official Representation Funds (ORF) are authorized only through an exception to policy.

**0711        NATIONAL AND TRADITIONAL OBSERVANCES**

1. General. Requests for special assistance beyond command capabilities will be forwarded to CHINFO or DIRPA regional, type or fleet commander with justification via DD Form 2536 (Request for Armed Forces Participation in Public Events). Participation in national and traditional observances associated with all the Armed Services is coordinated by ASD(PA). Commands will normally participate in observances using resources at hand.

2. Joint Coordination. In observances involving more than one Military Service, ASD(PA) will assign a DOD executive agent or primary coordinator, and regional coordinators to serve as key planners for national and traditional observances. Regional and installation PAOs should contact these coordinators early to discuss how their command activities can be integrated with other observances in the region.

3. Authority to Participate. Commanders have the authority to approve participation in public observances as described below and other occasions ASD(PA) may designate as appropriate. (See references and Article 0701.4 for participation approval levels.)

4. Armed Forces Day. Armed Forces Day observances are held annually on the third Saturday in May. ASD(PA) announces the theme for each year's observance and prepares media kits and internal information materials. CHINFO and DIRPA may issue additional instructions and materials as necessary. Combatant commanders will distribute instructions for overseas observances. In localities with two or more Military Services, observances will be held jointly whenever possible. Individual commands support the nationwide observance by holding public visitations, displays and other community relations events that emphasize the designated annual theme. A Base Community Council can be instrumental in conceiving and implementing events.

a. Local command observances should highlight the command's or DON's unique contribution to national defense.

b. Any COMREL event conducted in addition to public visitation should be designed to provide meaningful, factual information to the specific target audience. Commands will focus on diverse audiences who are unfamiliar with DON.

c. Appearances by DON members as guest speakers are an effective and economical means to reach target audiences within the community.



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d. Aerial and other events and proposals such as band performances are requested via DD Form 2536 (Request for Armed Forces Participation in Public Events).

5. Memorial Day, Independence Day and Veterans Day. Navy and Marine Corps commands may participate in local observances by holding memorial services on or off base, participating in local community functions and other appropriate activities. When feasible, Navy and Marine Corps commands should play an active role in hosting, supporting or participating in local events. Veterans organizations host regional observances, and typically civic or veterans organizations coordinates all activities. Commanders of military facilities near such observances should appoint a project officer to coordinate appropriate participation, bearing in mind that DON's primary focus shall be on activities that highlight the current DON missions and activities.

6. Navy Birthday and Marine Corps Birthday. Service-unique commemorations are largely celebrated internally, though commanders may invite civic leaders to attend. Participation is voluntary and at the attendee's own expense. Staging of such events must be at no additional cost to the government.

7. Navy Day. Designed as a public event, Navy Day highlights the contributions of DON and, if celebrated, is organized by Navy League chapters. Commanders may encourage members to participate as individuals. Unit participation is not authorized beyond a brief patriotic opener. Commanders considering public observances of service-unique, non-governmental commemorations as part of their community relations plans should forward justification and a description of proposed participation to CHINFO or DIRPA via DD Form 2536. Such events must be undertaken on a mutual interest basis at no additional cost to DON.

## **0712      NAVY AND MARINE CORPS EXHIBITS**

1. General. Collections of Naval equipment, models, devices, photos and other objects may be placed in fairs, festivals, conventions, conferences, seminars, demonstrations and other similar events. Museums occasionally request a Navy exhibit on either a permanent or temporary (loan) basis.

2. Policy. Exhibits generating national or corporate interest must be requested 90 days in advance via CHINFO or DIRPA who will, if required, obtain ASD(PA) approval. Exhibits must not favor, or endorse in fact or appearance a single commercial entity, group, profit or nonprofit corporation, sect, religious organization, fraternal or political organization. (See references and supplemental guidance.)

3. Recruiting Considerations. Exhibits expected to generate national or corporate interest must be approved via CHINFO or DIRPA which will, if required, obtain ASD(PA) approval. Requests for exhibits will be submitted 90 days in advance of the desired date.

4. Interagency Exhibits Program. Overseas and international exhibits of the U.S. Government will be approved by ASD(PA) via CHINFO and DIRPA, and normally will not result in additional costs to DOD. Overseas commands shall forward requests via the combatant commander. All other Navy activities will forward requests to CHINFO and all other Marine Corps activities will forward requests to DIRPA. In the case of foreign trade shows or exhibitions, the Defense Security Cooperation Agency is the approving authority.

**0713      NAVY ART COLLECTION AND LIAISON WITH MUSEUMS    (See supplemental guidance)**

**0714      NAVAL MUSIC PROGRAM**

1. Guidance and Restrictions. Military musical participation in public events that meet all other criteria of this article is limited to patriotic programs as opposed to pure entertainment. Military musicians will neither be placed, nor place themselves, in competition with civilian musicians. (See supplemental guidance for authorized and unauthorized participation)

a. Authorized. Authorized participation includes:

(1) Music to accompany the presentation of national colors or the performance of military or patriotic music by a military band, drum and bugle corps or choral group.

(2) Music for public events and parades sponsored by community or other groups when the event is of general interest or benefit to a local, state or national community and is open to the entire community.

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(3) Music for events that charge an admission (such as fairs) as long as the band's performance is incidental to the primary event. No additional charge may be imposed to hear the band play.

b. Unauthorized. DON musicians are not authorized to provide entertainment at luncheons, dinners, receptions, dances or any other functions in the civilian domain sponsored and attended primarily by persons not on active duty in the military.

(1) Background, dinner, dance or other social music is considered entertainment. The sponsor's charter, objectives or special relationship with the Navy or Marine Corps is not sufficient cause for an exception to this policy. Entertainment will only be provided at social functions sponsored by and intended for military personnel.

(2) Events that are commercially sponsored, designed to increase business traffic, or associated with a particular religious, ideological or partisan political party or movement will not be provided band support.

c. Requests. Prospective civilian sponsors of events in the public domain should submit requests for musical participation in COMREL events via DD Form 2536. (See references.) Prospective sponsors must certify in their requests that there is no conflict with local civilian musicians. A statement to this effect from the cognizant local musicians' union must be attached to the request.

d. Coordination. Navy Bands will coordinate with CHINFO (via the Music Program Liaison) and U.S. Marine Bands will coordinate with DIRPA for approval for:

(1) Events for which performance by more than one military band is proposed.

(2) Events of international or national importance, including national conventions and meetings.

(3) National sports and professional athletic events within the United States.

(4) National television or radio events and programs.

(5) Any request made for travel outside the Continental U.S. (OCNUS) by Navy bands located in the United States and its territories.

(6) Events that do not otherwise meet the conditions of this section.

**0715 ENVIRONMENTAL PUBLIC AFFAIRS (See supplemental guidance for details)**

1. Policy. Commanders and their staffs will adhere to the following principles:

a. At all levels, be prepared to grant public access to some draft and all final versions of unclassified documentation on environmental programs.

b. Offer prompt, full, and accurate disclosure of information in conformance with release principles (see Chapter 2) and the legal requirements stipulated in all references.

c. Where the potential for public health concerns exists, release information in an expeditious and responsible manner.

d. Be sensitive to civilian and military communities that may be affected by ongoing or proposed activities with possible environmental impacts.

e. Comply with the spirit and intent of all federal, state, and local environmental laws, rules and regulations as they relate to public involvement.

**0716 ENTERTAINMENT INDUSTRY**

1. Policy

a. The Assistant Secretary of Defense (Public Affairs) [ASD (PA)] is the sole authority to approve DOD assistance to non-Government motion picture, television and video productions. Once the script has been reviewed, and specific requests for support (personnel, facilities, and equipment) have been approved, ASD (PA) will set parameters for support of any project.

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b. CHINFO is responsible for approval and coordination of Navy involvement with the entertainment industry. The Navy Office of Information West (NAVINFO WEST) in Los Angeles will uphold Navy policy for entertainment industry support and maintain direct liaison between the Chief of Information (CHINFO) and the entertainment industry. NAVINFO WEST also coordinates with ASD (PA) and with Fleet commanders.

c. Navy Public Affairs personnel in the field, their commanders or other unit staff members are not authorized to promise support or make commitments if contacted directly by entertainment industry representatives. All requests should be referred to NAVINFO WEST, CHINFO or ASD (PA) without commitments or even hints of support.

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